

# Precinct Worker Training

A line of colorful 3D figures, resembling stylized people, are standing in a queue. The figures are colored in a rainbow sequence: blue, green, yellow, orange, red, pink, and purple. They are positioned behind a light-colored wooden ballot box. The blue figure in the foreground is placing a white envelope into the slot of the ballot box. The background is a plain, light color.

**June 5, 2012**  
**Presidential Primary Election**

Prepared by:  
Amanda King & Angela McCormick

# Introduction & Oath

◆ You are an integral part of our team during Election season.

◆ Your mission

- ◆ Assist every qualified voter
- ◆ Ensure security of ballots
- ◆ Provide a positive experience
- ◆ Ensure & protect the right to vote



Training is to help you become familiar with the rights of voters, trained in cultural sensitivity, know how and when to assist voters with disabilities, know how and when to assist voters with specific needs, and know your responsibilities and the limits to your authority.

# Voter Bill of Rights

1. You have the right to cast a ballot if you are a valid registered voter.  
A valid registered voter means a United States Citizen who is a resident in this state, who is at least 18 years of age and not in prison or on parole for conviction of a felony, and who is registered to vote at his or her current residence address.
2. You have the right to cast a provisional ballot if your name is not listed on the voting rolls.
3. You have the right to cast a ballot if you are present and in line at the polling place prior to the close of polls.
4. You have the right to cast a secret ballot free from intimidation.
5. You have the right to receive a new ballot if, prior to casting your ballot, you believe you made a mistake.  
If at any time before you finally cast your ballot, you feel you have made a mistake, you have the right to exchange the spoiled ballot for a new ballot. Vote by Mail voters may also request and receive a new ballot if they return their spoiled ballot to an elections official prior to the closing of the polls on Election Day.
6. You have the right to receive assistance in casting your ballot, if you are unable to vote without assistance.
7. You have the right to return a completed vote by mail ballot to any precinct in the county.
8. You have the right to election materials in another language, if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about election procedures and observe the election process.  
You have the right to ask questions of the precinct board and election officials regarding election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the execution of their duties, the board or election officials may discontinue responding to questions.
10. You have the right to report any illegal or fraudulent activity to a local elections official or to the Secretary of State's Office.

**Inside  
the front  
cover of  
the  
Manual**

# Presidential Primary Collectible Pin



# Viewing Training Materials Online

- Go to: [www.slocounty.ca.gov](http://www.slocounty.ca.gov), click [more on Precinct Workers](#), click [Precinct Worker Training Material](#).
- Select the information you want to view.

The screenshot shows a web browser window titled "Precinct Worker Training Material - Windows Internet Explorer - [InPrivate]". The address bar shows the URL: [http://www.slocounty.ca.gov/clerk/Elections/PrecinctWorkerInfo/Precinct\\_Worker\\_Training\\_Material.htm](http://www.slocounty.ca.gov/clerk/Elections/PrecinctWorkerInfo/Precinct_Worker_Training_Material.htm). The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a Favorites bar. The website header for San Luis Obispo County, California, features navigation links for Residents and Visitors, Business, and Health and Well-Being. The main content area is titled "Precinct Worker Training Material" and lists several links: [Precinct Worker Training Presentation \(pdf\)](#), [How to Operate the AutoMARK \(video\)](#), [How to Assemble Blue Bag \(video\)](#), [How to Process a Voter \(video\)](#), and [How to Assist People With Disabilities \(video\)](#). On the left sidebar, under the "Clerk-Recorder" section, the "Elections and Voting" link is circled in red, and a large black arrow points to it.



# What's New?

**No Party Preference (NPP) designation:** all voters formerly known as Decline to State voters and voters registered with unqualified political parties.

**New Political Party:** Americans Elect is the newest political party to qualify in California.

**New District Lines:** New district lines have been drawn in the State of California and the County of San Luis Obispo. San Luis Obispo is now represented by Congressional District 24, Assembly Districts 35 and 37 and Senate District 17. The Supervisorial Lines have been redrawn throughout the County.

**Different Colored Secrecy Sleeves:** Multiple precinct polling places will be issued different colored secrecy sleeves to better differentiate voters.

**Envelope for Unvoted-Opened Ballots:** A new envelope will be used for Unvoted-Opened ballots. These ballots must be sealed before the Ballot Box can be opened.

**Opening, Closing, and Reference Envelope:** The Precinct Specific Envelope and Non Specific Envelope have been reorganized into the Opening Envelope, Closing Envelope, and Reference Information Envelope to better organize supplies.

**Top-Two Open Primary Act:** Proposition 14 created the Top-Two Primary Act. All candidates, regardless of party, will appear on a single combined ballot and voters can vote from any political party. This Act does not affect the election of President, which is why we will have party ballots in this primary.

**Crossover Voting:** There will be 6 different party ballots and a non-partisan ballot for the primary. Voters listed NPP will have the option to vote a Nonpartisan ballot or cross over and vote a party ballot from the parties allowing NPP voters to participate. Those parties allowing NPP participation are the Democratic Party and American Independent Party. Voters registered with a qualified political party are not eligible to cross over to any other party's ballot.

# Importance of Preplanning

- Review Manual before Election Day
- Setting up (p. 13)
- Opening the polls (p. 16)

**1<sup>st</sup> VOTER SEES THE  
EMPTY BALLOT BOX**

Review job descriptions (p. 18)

**Write notes, tab,  
or highlight your  
manual to make  
referencing back  
easier.**

Leave in Precinct Supply Tub



## **ELECTION PROCEDURE MANUAL**

Including:

**Instruction Manuals for  
Provisional and Voted Vote-by-Mail Ballots  
and AutoMARK Unit**

Prepared by: JULIE L. RODEWALD  
County Clerk-Recorder, Elections Division

Precinct Worker Phone Numbers:  
(805) 781-4106 or (800) 834-4636 ext. 4106

email: [precinctworker@co.slo.ca.us](mailto:precinctworker@co.slo.ca.us)  
[www.slovote.com](http://www.slovote.com)

# Who are these people and what do they do?

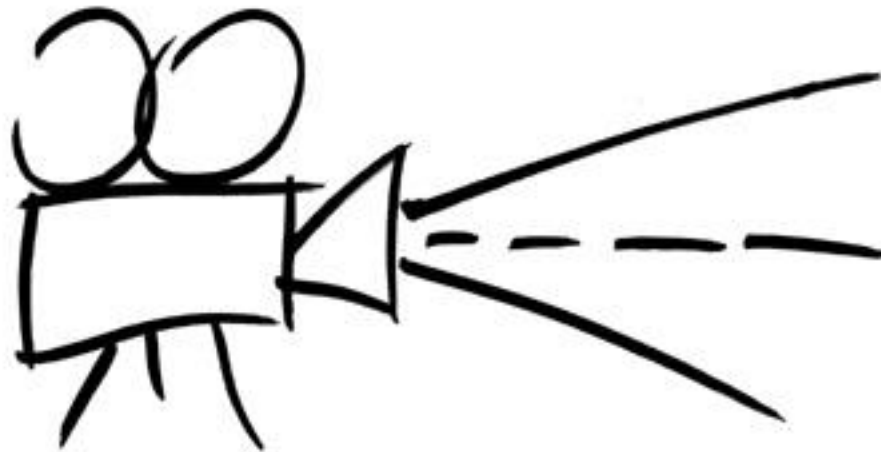
- **Inspector:** On site Supervisor for Election Day. They will distribute Election Day duties and coordinate breaks and lunches. They are your first contact.

- **Precinct Assistant:** County election officials assigned to a group of precincts. They check with Inspectors prior to Election Day, visit precincts on Election Day to make sure everything is running smoothly and help with AutoMARK issues.



# Processing a Voter

## *Video Presentation*



# Clerk Positions

- Roster Clerk: Uses the Roster to look up voter, determine eligibility, and have voter sign to receive ballot.
- Tally Clerk: Keeps track of how many voters signed the roster on Tally Sheet and the line numbers of those voters on the Outside Index Tally System
- Ballot Clerk: gives voter the correct ballot with a secrecy sleeve, explains how to mark correctly, and directs voter back to Ballot Box Clerk.
- Ballot Box Clerk: Happily directs voter to deposit their ballot and gives out “I Voted” stickers



The Roster is an alphabetical  
listing of eligible registered  
voters in the precinct

Place in Envelope No. 4  
Election Night

Consolidated Precinct

# Roster

# 530

## Including:

- Declarations of Precinct Workers & Filled Vacancies Certificate – First page of the Roster (may be more than one page included) **SIGN this before you begin serving Election Day.**
- Challenge List & Assisted Voter's List - Second page of the Roster
- Late Registrants' List (if necessary) – on colored paper
- Closing Certificate – Next to Last Page of the Roster. ***SIGN this before you leave the precinct election night.***
- Voter Tally – Last Page of the Roster

## CONSOLIDATED PRECINCT 530

### DECLARATION OF ELECTION OFFICERS OR DECLARATION OF PRECINCT WORKERS

On the day of election and before entering upon the performance of duties, each of the precinct board members shall sign a declaration of intention to faithfully discharge the duties of an election officer. The declaration shall be signed before any member of the precinct board. The form for each of these declarations shall be provided in the roster for the precinct. (Elections Code Section 12321)

**STATE OF CALIFORNIA )**  
**County of San Luis Obispo)**

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California and that I will to the best of my ability; faithfully discharge the duties of inspector or precinct board member (as indicated below)

SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:	SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:
Inspector	Witness	Date	Clerk	Witness	Date
Inspector (if necessary)	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date

## REMINDERS:

- Inspector's and all clerks sign and witness. This should be the 1<sup>st</sup> thing you do when arriving.

# Roster

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Election Code Section 14108 / 18560)."

## ACTIVE VOTERS

VOTER ADDRESS	LAST NAME	FIRST NAME	SIGNATURE	VOTER ID	PTY	BLT PTY	BT	LINE #	TALLY #
1175 DANDRIDGE WAY	RODGERS	CINDY R		80895	DEM	DEM	5	961	
1175 DANDRIDGE WAY	RODGERS	DANIEL K		28472	REP	REP	5	962	
286 VAN BUREN DR	RODRIGUES	AARON G		89841	DEM	DEM	5	963	
286 VAN BUREN DR	RODRIGUEZ JR	FRED DANIEL		4767	DEM	DEM	5	964	
197 GARFIELD PL	ROMWALL	PETER ALAN		17967	PF	PF	5	965	
9965 ARTHUR PL	ROSINSKY	ELISABETH RACHEL		186699	NPP		5	966	
8874 FILLMORE ST	ROSS	BARRY M		80468	DEM	DEM	5	967	
8874 FILLMORE ST	ROSS	JONNA LEI-SHELL		196582	AI	AI	5	968	
8874 FILLMORE ST	ROSS	KRISTI ANN		15686	DEM	DEM	5	969	
8874 FILLMORE ST	ROSS	TIM J		83146	DEM	DEM	5	970	
312 TAFT AVE	ROWLEY	JESSICA DIANE	*** VOTE BY MAIL VOTER ***	32078	DEM	DEM	5	971	
312 TAFT AVE	ROWLEY	SHELDON W	VBM	176636	DEM	DEM	5	972	
424 POLK RD	RUGGLES	RONNIE MAYNARD	R. Maynard Ruggles	204829	NPP	DEM	5	973	✓
7764 HARRISON DR	RUIZ	ROSALINA N		59034	DEM	DEM	5	974	
7764 HARRISON DR	RUIZ	WENSHELY	ID Required	219366	NPP		5	975	

**Key to establishing voter's eligibility.** Check for spelling & spaces  
**\*\*\*VOTE-BY-MAIL VOTER\*\*\*** in Signature space means the voter  
**must** have a ballot to surrender. No ballot = **vote provisionally**.<sup>13</sup>

# Remember: Late Registrant Roster

Contains a list of voters who registered after we printed the rosters, but are eligible for this election



- If the voter is not in the Roster or Late Registrant Roster, they vote a **Provisional ballot**.



# Roster

- **All Workers** present at closing sign

## Closing Certificate

WE HERBY CERTIFY that all voters whose signatures appear in this roster voted this day, except the following who, after signing the roster failed to vote or who were challenged and denied the right to vote.

No.	Voter's Name	Roster Line No.	No.	Voter's Name	Roster Line No.
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

WE FURTHER CERTIFY that the number of voters who voted in this election is Six Hundred Fifty-Two and 652.\*  
Write out words full length figures

and the list of voters, less those who did not vote as listed above, constitutes the roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected spoiled and canceled found in the ballot container and the number accounted for is indicated on the Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged.  
(ALL PRECINCT BOARD MEMBERS present at the closing of the polls must sign below; use the back of this sheet, if necessary)

Inspector: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

\*NOTE TO PRECINCT BOARD MEMBERS: The figure here is determined as follows: for example: 100 persons have signed the roster during election day and 10 of these have been challenged; of the 10 challenged 8 have been allowed to vote and 2 were not allowed to vote; the actual number voting would be 98.

# Tally Sheet

Conveniently  
located in  
the back of  
the Roster

V O T E R T A L L Y																																		
1	36	71	106	141	176	211	246	281	316	351	386	421	456	491	526	561	596	631	666	701	736	771	806	841	876									
2	37	72	107	142	177	212	247	282	317	352	387	422	457	492	527	562	597	632	667	702	737	772	807	842	877									
3	38	73	108	143	178	213	248	283	318	353	388	423	458	493	528	563	598	633	668	703	738	773	808	843	878									
4	39	74	109	144	179	214	249	284	319	354	389	424	459	494	529	564	599	634	669	704	739	774	809	844	879									
5	40	75	110	145	180	215	250	285	320	355	390	425	460	495	530	565	600	635	670	705	740	775	810	845	880									
6	41	76	111	146	181	216	251	286	321	356	391	426	461	496	531	566	601	636	671	706	741	776	811	846	881									
7	42	77	112	147	182	217	252	287	322	357	392	427	462	497	532	567	602	637	672	707	742	777	812	847	882									
8	43	78	113	148	183	218	253	288	323	358	393	428	463	498	533	568	603	638	673	708	743	778	813	848	883									
9	44	79	114	149	184	219	254	289	324	359	394	429	464	499	534	569	604	639	674	709	744	779	814	849	884									
10	45	80	115	150	185	220	255	290	325	360	395	430	465	500	535	570	605	640	675	710	745	780	815	850	885									
11	46	81	116	151	186	221	256	291	326	361	396	431	466	501	536	571	606	641	676	711	746	781	816	851	886									
12	47	82	117	152	187	222	257	292	327	362	397	432	467	502	537	572	607	642	677	712	747	782	817	852	887									
13	48	83	118	153	188	223	258	293	328	363	398	433	468	503	538	573	608	643	678	713	748	783	818	853	888									
14	49	84	119	154	189	224	259	294	329	364	399	434	469	504	539	574	609	644	679	714	749	784	819	854	889									
15	50	85	120	155	190	225	260	295	330	365	400	435	470	505	540	575	610	645	680	715	750	785	820	855	890									
16	51	86	121	156	191	226	261	296	331	366	401	436	471	506	541	576	611	646	681	716	751	786	821	856	891									
17	52	87	122	157	192	227	262	297	332	367	402	437	472	507	542	577	612	647	682	717	752	787	822	857	892									
18	53	88	123	158	193	228	263	298	333	368	403	438	473	508	543	578	613	648	683	718	753	788	823	858	893									
19	54	89	124	159	194	229	264	299	334	369	404	439	474	509	544	579	614	649	684	719	754	789	824	859	894									
20	55	90	125	160	195	230	265	300	335	370	405	440	475	510	545	580	615	650	685	720	755	790	825	860	895									
21	56	91	126	161	196	231	266	301	336	371	406	441	476	511	546	581	616	651	686	721	756	791	826	861	896									
22	57	92	127	162	197	232	267	302	337	372	407	442	477	512	547	582	617	652	687	722	757	792	827	862	897									
23	58	93	128	163	198	233	268	303	338	373	408	443	478	513	548	583	618	653	688	723	758	793	828	863	898									
24	59	94	129	164	199	234	269	304	339	374	409	444	479	514	549	584	619	654	689	724	759	794	829	864	899									
25	60	95	130	165	200	235	270	305	340	375	410	445	480	515	550	585	620	655	690	725	760	795	830	865	900									
26	61	96	131	166	201	236	271	306	341	376	411	446	481	516	551	586	621	656	691	726	761	796	831	866	901									
27	62	97	132	167	202	237	272	307	342	377	412	447	482	517	552	587	622	657	692	727	762	797	832	867	902									
28	63	98	133	168	203	238	273	308	343	378	413	448	483	518	553	588	623	658	693	728	763	798	833	868	903									
29	64	99	134	169	204	239	274	309	344	379	414	449	484	519	554	589	624	659	694	729	764	799	834	869	904									
30	65	100	135	170	205	240	275	310	345	380	415	450	485	520	555	590	625	660	695	730	765	800	835	870	905									
31	66	101	136	171	206	241	276	311	346	381	416	451	486	521	556	591	626	661	696	731	766	801	836	871	906									
32	67	102	137	172	207	242	277	312	347	382	417	452	487	522	557	592	627	662	697	732	767	802	837	872	907									
33	68	103	138	173	208	243	278	313	348	383	418	453	488	523	558	593	628	663	698	733	768	803	838	873	908									
34	69	104	139	174	209	244	279	314	349	384	419	454	489	524	559	594	629	664	699	734	769	804	839	874	909									
35	70	105	140	175	210	245	280	315	350	385	420	455	490	525	560	595	630	665	700	735	770	805	840	875	910									

SPOILED BALLOTS
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- **Mandatory;** used to track the number of voters who signed the Roster

- **Used to balance hourly against the Outside Index Tally System and at the Close of Polls**

# Outside Indexes

PUT in Envelope No. 4  
Election Night

## NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14294 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES, TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

# CON 530

**Marked Index— REMEMBER TO STOP  
MARKING THIS OUTSIDE INDEX AFTER THE  
6PM MARKING.**

**Post  
outside  
the  
outermost  
door or  
directly  
inside the  
outermost  
door of the  
polling  
place.**

PUT in Envelope No. 4  
Election Night

## NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14297 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES, TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

# CON 530



# Outside Index Tally System

CON # **530**

Place in Envelope #4  
Election Night

## Outside Index Tally System

The Outside Index Tally system is designed to keep track of voters so the Outside Index can be marked quickly & accurately at the top of each hour. There is a space to track the number of late registrants. There is also an area designed to keep a running tally to make periodic balancing easier.

The ROSTER CLERK will state the Voter's Line Number. Cross out that number on the page which corresponds with the appropriate hour. A red pen is recommended.

At the end of each hour, take the sheet for that hour and use it to mark off the Outside Index that says MARKED on the cover. Line through the voters name that corresponds with the line # crossed off on the Outside Index Tally System.

### Balancing at the end of the hour

Example: It's 9am.  
There have been three voters between 8 & 9am.  
Line numbers 807, 898, and  
one voter in the Late Registrant roster.

Between 7- 8am there were 3 voters  
Write in 3 for Total Previous,  
2 for Total This Hr.  
Add those together; 6 voters so far today.

Look on the Tally Sheet and see that it is marked showing 6 voters have been here today.  
Congratulations! The roster balanced for this hour.

Now, write in 6 on the next page's Total Previous to start the 9-10am hour.

801	841	881	921	961
802	842	882	922	962
803	843	883	923	963
804	844	884	924	964
805	845	885	925	965
806	846	886	926	966
<del>807</del>	847	887	927	967
808	848	888	928	968
809	849	889	929	969
810	850	890	930	970
811	851	891	931	971
812	852	892	932	972
813	853	893	933	973
814	854	894	934	974
815	855	895	935	975
816	856	896	936	976
817	857	897	937	977
818	858	<del>898</del>	938	978
819	859	899	939	979
820	860	900	940	980
821	861	901	941	981
822	862	902	942	982
823	863	903	943	983
824	864	904	944	984

Late Registrants

<del>L</del>	L
L	L
L	L
L	L
L	L
L	L
L	L
L	L
L	L

Voters listed in the Late Registrant Roster will not have line numbers, but they will still be tallied. Use this section to keep track of them

Write Current Total from previous page.  
(1st hr do not use this space.)

Total Previous: 3

Total This Hr: 2

Add Late Registrants 1

Current Total 6

Tally # from Tally Sheet 6

**Tally # should match Current total above**

Count the numbers crossed off in red. Write it here.  
**Don't forget the numbers on the backside of page.**

Enter number of Late Registrants for this hour, if any.

Add the lines together to get the Current Total.  
(this number will then be placed on top line of next hr.)

Compare with Tally sheet. Write that number here.  
Numbers must match. If not, start looking for the error.

# Outside Index Tally System 7am - 8 am

1	41	81	121	161	201	241	281	321	361	401	441	481	521	561	601	641	681	721	761	801	841	881	921	961
2	42	82	122	162	202	242	282	322	362	402	442	482	522	562	602	642	682	722	762	802	842	882	922	962
3	43	83	123	163	203	243	283	323	363	403	443	483	523	563	603	643	683	723	763	803	843	883	923	963
4	44	84	124	164	204	244	284	324	364	404	444	484	524	564	604	644	684	724	764	804	844	884	924	964
5	45	85	125	165	205	245	285	325	365	405	445	485	525	565	605	645	685	725	765	805	845	885	925	965
6	46	86	126	166	206	246	286	326	366	406	446	486	526	566	606	646	686	726	766	806	846	886	926	966
7	47	87	127	167	207	247	287	327	367	407	447	487	527	567	607	647	687	727	767	807	847	887	927	967
8	48	88	128	168	208	248	288	328	368	408	448	488	528	568	608	648	688	728	768	808	848	888	928	968
9	49	89	129	169	209	249	289	329	369	409	449	489	529	569	609	649	689	729	769	809	849	889	929	969
10	50	90	130	170	210	250	290	330	370	410	450	490	530	570	610	650	690	730	770	810	850	890	930	970
11	51	91	131	171	211	251	291	331	371	411	451	491	531	571	611	651	691	731	771	811	851	891	931	971
12	52	92	132	172	212	252	292	332	372	412	452	492	532	572	612	652	692	732	772	812	852	892	932	972
13	53	93	133	173	213	253	293	333	373	413	453	493	533	573	613	653	693	733	773	813	853	893	933	973
14	54	94	134	174	214	254	294	334	374	414	454	494	534	574	614	654	694	734	774	814	854	894	934	974
15	55	95	135	175	215	255	295	335	375	415	455	495	535	575	615	655	695	735	775	815	855	895	935	975
16	56	96	136	176	216	256	296	336	376	416	456	496	536	576	616	656	696	736	776	816	856	896	936	976
17	57	97	137	177	217	257	297	337	377	417	457	497	537	577	617	657	697	737	777	817	857	897	937	977
18	58	98	138	178	218	258	298	338	378	418	458	498	538	578	618	658	698	738	778	818	858	898	938	978
19	59	99	139	179	219	259	299	339	379	419	459	499	539	579	619	659	699	739	779	819	859	899	939	979
20	60	100	140	180	220	260	300	340	380	420	460	500	540	580	620	660	700	740	780	820	860	900	940	980
21	61	101	141	181	221	261	301	341	381	421	461	501	541	581	621	661	701	741	781	821	861	901	941	981
22	62	102	142	182	222	262	302	342	382	422	462	502	542	582	622	662	702	742	782	822	862	902	942	982
23	63	103	143	183	223	263	303	343	383	423	463	503	543	583	623	663	703	743	783	823	863	903	943	983
24	64	104	144	184	224	264	304	344	384	424	464	504	544	584	624	664	704	744	784	824	864	904	944	984
25	65	105	145	185	225	265	305	345	385	425	465	505	545	585	625	665	705	745	785	825	865	905	945	985
26	66	106	146	186	226	266	306	346	386	426	466	506	546	586	626	666	706	746	786	826	866	906	946	986
27	67	107	147	187	227	267	307	347	387	427	467	507	547	587	627	667	707	747	787	827	867	907	947	987
28	68	108	148	188	228	268	308	348	388	428	468	508	548	588	628	668	708	748	788	828	868	908	948	988
29	69	109	149	189	229	269	309	349	389	429	469	509	549	589	629	669	709	749	789	829	869	909	949	989
30	70	110	150	190	230	270	310	350	390	430	470	510	550	590	630	670	710	750	790	830	870	910	950	990
31	71	111	151	191	231	271	311	351	391	431	471	511	551	591	631	671	711	751	791	831	871	911	951	991
32	72	112	152	192	232	272	312	352	392	432	472	512	552	592	632	672	712	752	792	832	872	912	952	992
33	73	113	153	193	233	273	313	353	393	433	473	513	553	593	633	673	713	753	793	833	873	913	953	993
34	74	114	154	194	234	274	314	354	394	434	474	514	554	594	634	674	714	754	794	834	874	914	954	994
35	75	115	155	195	235	275	315	355	395	435	475	515	555	595	635	675	715	755	795	835	875	915	955	995
36	76	116	156	196	236	276	316	356	396	436	476	516	556	596	636	676	716	756	796	836	876	916	956	996
37	77	117	157	197	237	277	317	357	397	437	477	517	557	597	637	677	717	757	797	837	877	917	957	997
38	78	118	158	198	238	278	318	358	398	438	478	518	558	598	638	678	718	758	798	838	878	918	958	998
39	79	119	159	199	239	279	319	359	399	439	479	519	559	599	639	679	719	759	799	839	879	919	959	999
40	80	120	160	200	240	280	320	360	400	440	480	520	560	600	640	680	720	760	800	840	880	920	960	1000

Late Registrants

L	L
L	L
L	L
L	L
L	L
L	L
L	L
L	L

Total Previous: \_\_\_\_\_

Total This Hr: \_\_\_\_\_

Add # of  
Late  
Registrants \_\_\_\_\_

Current Total \_\_\_\_\_

Tally # from  
Tally Sheet \_\_\_\_\_

**Tally # should match  
Current total above**

Turn over for more numbers

- Cross off the line # of the voter so they can be marked off the outside index.

## OUTSIDE INDEX

Run Date: 3/27/2012

VOTER ID	LAST NAME	FIRST NAME	PARTY	STATUS	BALLOT TYPE	LINE #
15686	ROSS	KRISTI ANN	DEM		5	969
83146	ROSS	TIM J	DEM		5	970
<del>32878</del>	<del>ROWLEY</del>	<del>JESSICA DIANE</del>	<del>DEM</del>	<del>VBM</del>	<del>5</del>	<del>971</del>
<del>176636</del>	<del>ROWLEY</del>	<del>SHELDON W</del>	<del>DEM</del>		<del>5</del>	<del>972</del>
<del>204829</del>	<del>RUGGLES</del>	<del>RONNIE MATNARD</del>	<del>NPP</del>		<del>5</del>	<del>973</del>
59034	RUIZ	ROSALINA N	DEM		5	974
219366	RUIZ	WENSHELY	NPP		5	975
127144	RYAN	CATHLEEN LILLIAN	REP		5	976
<del>44458</del>	<del>RYAN</del>	<del>STEPHEN JAMES</del>	<del>REP</del>	<del>VBM</del>	<del>5</del>	<del>977</del>
50817	RYBNIKAR	BILLIE L	DEM		5	978
12405	SAKS	DAVID M	REP		5	979
<del>25169</del>	<del>SALAMACHA</del>	<del>JUDY A</del>	<del>REP</del>	<del>VBM</del>	<del>5</del>	<del>980</del>
<del>38125</del>	<del>SALAMACHA</del>	<del>ROBERT J</del>	<del>REP</del>	<del>VBM</del>	<del>5</del>	<del>981</del>
170507	SALAS	BETTY SUE	NPP		5	982
204214	SALAS	JOSE INEZ NUNEZ	DEM		5	983
<del>156526</del>	<del>SALDUBEHERE</del>	<del>NINA YVETTE</del>	<del>NPP</del>	<del>VBM</del>	<del>5</del>	<del>984</del>
217313	SALGADO	ALBERTO ALONSO	NPP		5	985
211229	SALGADO ALONSO	ANTONIO	DEM		5	986
1918	SALVER	GAELLE MADELINE	REP		5	987
<del>210630</del>	<del>SALZGEBER</del>	<del>ELIZABETH ANN</del>	<del>DEM</del>	<del>VBM</del>	<del>5</del>	<del>988</del>
<del>210635</del>	<del>SALZGEBER</del>	<del>GARLAN ALFRED</del>	<del>DEM</del>	<del>VBM</del>	<del>5</del>	<del>989</del>
141419	SANDERS	HARVEY A	REP		5	990

# Marking the Outside Index

- Late requested VBM voters shall be crossed off in **red** before Election Day.
- ANY Available Worker may mark off the Outside Index, in **red**, at the top of each hour
- Using the line numbers from the Outside Index Tally System cross out the voters who signed the Roster that hour.



# Ballot Overview

**Precinct Number** can be found in the **upper left corner** of the ballot and on the Voter stub. Make sure the voter brings the ballot **back to the correct precinct ballot box**.



## What's on the Ballot:

### **Party-Nominated:**

- Presidential Nominee

### **Voter-Nominated:**

- U.S. Senator
- U.S. Representative 24<sup>th</sup> District
- Member of the State Assembly 35<sup>th</sup> District
- State Senator, 17<sup>th</sup> District

### **Non-Partisan:**

- County Supervisor; 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Districts
- City of Morro Bay; Mayor and City Councilmember
- City of Arroyo Grande Measure A-12

**DO NOT DEPOSIT THE SECRECY SLEEVES WITH THE BALLOTS**

# Top-Two Open Primary

**Top-Two Open Primary Act:** Proposition 14 created the Top-Two Primary Act. All candidates, regardless of party, will appear on a single combined ballot and voters can vote from any political party. This Act does not affect the election of President, which is why we will have party ballots in this primary.

## **Party-Nominated Contests:**

Formerly known as Partisan contest. A contest in which the candidate is selected by the Political Party. Only registered voters in that party can vote for the party's candidate on the ballot, with the exception of cross-over voters. The Presidential candidate selected at the party's convention advances from primary election to general Election. County Central Committees and Councils are decided at the primary election.

*Applies to: US President and County Central Committees or Councils.*

## **Voter-Nominated Contests:**

Formerly known as Partisan Contests. A contest where the candidate is selected by the voters. A voter can vote for any candidate, regardless of party. The two candidates with the highest and second-highest number of votes advance from the primary election to the general election.

*Applies to: State and Federal offices, except Presidential nominees and Party Central Committees and Councils.*

## **Non-Partisan Contests:**

Non-Partisan contests are contests in which political parties do not nominate candidates. All voters, regardless of party preference can vote in these contests. In majority vote contests candidates who receive a majority of the votes win outright in the primary election. If no candidate receives a majority of the vote, then the two candidates with the highest number of votes are on the ballot in the general election.

*Applies to: Superintendent of Public Instruction, Superior Court Judges, County, City, School, and Special Districts.*

# Cross-Over Voting

Due to the Presidential primary contest, the ballots for the 2012 Primary Election will be comprised of 6 different party ballots and a Non-Partisan ballot. **No Party Preference (NPP) Voters have the option to cross over and participate using the Non-Partisan ballot or a party ballot from the parties allowing those voters to participate.** The parties allowing NPP participation are the American Independent Party and the Democratic Party.

Voters registered with a qualified political party are not eligible to cross over to any other party's ballot. If a voter is disputing the party with which they are listed as registered that voter will vote a **provisional ballot**.

The following Party Ballot Table containing which ballot to issue to voters, color of header, and notations to make in the Roster will be provided to Inspectors and in the precinct supplies for use on Election Day.

# Party Ballot Table

VOTER PARTY PREFERENCE (abbreviation)	CHOICE OF BALLOT	BALLOT TO BE ISSUED	COLOR OF HEADER	NOTATION TO BE MADE IN ROSTER
Americans Elect (AE)	None	Non-Partisan (only)	White w/ Red Flag	
American Independent (AI)	None	American Independent	Blue	
Democratic (DEM)	None	Democratic	Orange	
Green (GRN)	None	Green	Red	
Libertarian (LIB)	None	Libertarian	Lavender	
Peace and Freedom (PF)	None	Peace and Freedom	Green	
Republican (REP)	None	Republican	Brown	
No Party Preference (NPP)	American Independent	American Independent	Blue	AI
	Democratic	Democratic	Orange	DEM
	Non-Partisan	Non-Partisan	White w/ Red Flag	NP

# AutoMARK

The AutoMARK is a ballot **marking** machine which assists voters with **marking** their ballot.

- Three ways to select:
  - ✓ Touchscreen
  - ✓ Touchpad (w/ Braille)
  - ✓ Scroll Select Paddle
- Listen to the ballot
- Recheck selections
- Anyone can use it!



# Accessibility at the Polling Place

Ask yourself if the following are accessible:

- **The Parking Space?**
  - Clearly marked w/ sign at front
  - Firm level ground
  - Cones placed where needed
- **The Path of Travel?**
  - Any impediments to wheelchair use?
  - Doorway thresholds have mats over them, if needed.
  - Doors hard to open/not 32" wide? Leave open.
  - Place door bell at place where problem exists.
- **Inside The Polling Place?**
  - AutoMARK is set up properly
  - Accessible voting booth is set up properly
  - Enough space for wheelchair user to maneuver inside
  - No public restroom usage.
  - Voters unable to come inside may request curbside voting.





# Assisting Voters with Special Needs

- Special DVD Presentation provided in cooperation with Access for All

# Cultural Sensitivity

- Voters may contest an election based on misconduct by a precinct worker.
- All U.S. citizens have the right to vote
- Be polite to voters and respectful of diverse cultures
- Assess the needs of each individual voter
- Talk directly to the voter not to the interpreter, companion, or assistant.
- All voters must be processed in the order in which they appeared to vote.
- Display Statewide Official Voter Information Guide.
- Voter is allowed to be assisted by up to two people.
- Elections Office has two Spanish speaking people.
- Report insensitive poll workers to Elections Officials.

# Street Poll Place Look-up

## Street Poll Place Look-up

Run Date : 3/27/2012

PRESIDENTIAL PRIMARY ELECTION

Election Date : 6/5/2012

From	To	Side	Pre	Post	Consolidation	Ballot Type			
1ST ST									Handicap Accessible
200	398	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
400	699	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
700	898	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
2ND ST									Handicap Accessible
100	399	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
400	699	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
700	899	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
3RD ST									Handicap Accessible
100	399	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
400	699	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
700	899	Both	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
139	239	Both	S		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
1801	2099	Odd			CON 423-61L	7	1655 FRONT ST - OCEANO	OCEANO CSD OFFICE	Y
1800	2498	Even			MB 7	7	DO NOT SEND SAMPLE BALLOT	YOU ARE IN A MAIL BALLOT PRECINCT.	N
2101	2499	Odd			MB 7	7	DO NOT SEND SAMPLE BALLOT	YOU ARE IN A MAIL BALLOT PRECINCT.	N
4TH ST									Handicap Accessible
855	890	Both	N		CON 321-44L	2	990 JAMES WAY - PISMO BEACH	NEW LIFE COMMUNITY CHURCH	Y
101	399	Odd	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
401	699	Odd	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
701	899	Odd	N		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
178	262	Even	S		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
401	799	Odd	S		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
100	498	Even	N		CON 323-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
500	898	Even	N		CON 323-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y
101	399	Odd	S		CON 327-48L	2	1230 TROUVILLE AVE- GROVER BEACH	GROVER BEACH COMMUNITY CENTER	Y
800	1299	Both	S		CON 328-49L	2	1830 FARROLL RD, GROVER BEACH	FIRST PRESBYTERIAN CHURCH	N
1311	1599	Both	S		CON 423-61L	7	1655 FRONT ST - OCEANO	OCEANO CSD OFFICE	Y
5TH ST									Handicap Accessible
400	799	Both	S		CON 322-45	2	993 RAMONA AVE - GROVER BEACH	RAMONA GARDEN PARK CENTER	Y

# Street Poll Place Look-up

- Things to notice:
  - Street names are in grey highlight across page
  - Watch the house numbers, look at the whole section of the street before referring.
  - Which side of the street? Even, odd, or both?
  - Which direction of the street does someone live on? North, south, east, or west?
  - **Tells which ballot type is being issued**
  - Mail Ballot Precincts
  - Name and address of precincts
  - If they are Accessible

# Challenging a Voter

- Manual p. 39
- If polling place operations have been disrupted by a voter's behavior:
  - Immediately report disruptive behavior to county elections office
  - Contact law enforcement
  - Try to separate the disruptive behavior from the operation of the polling place.
- Precinct workers are not expected to put themselves in physical jeopardy.
- With the creation of **provisional voting**, there is little need to challenge a voter.

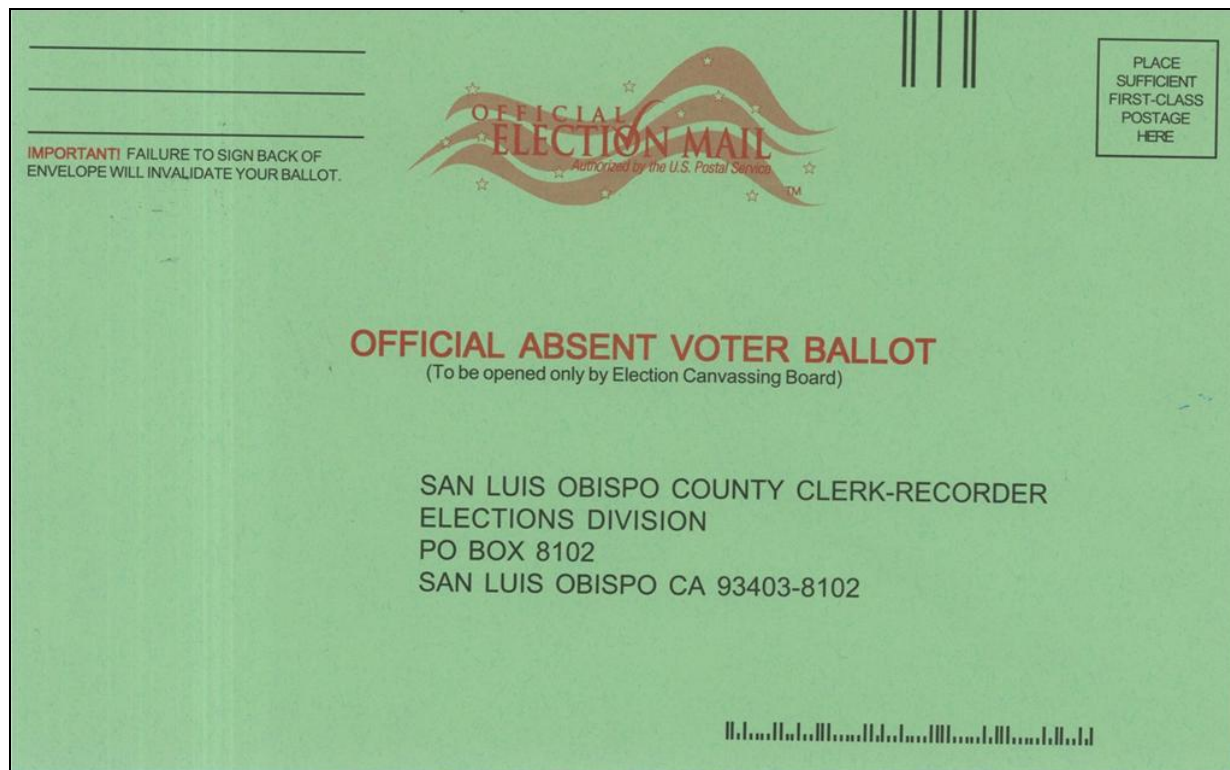
# Provisional Voters

- Started here in California!
- Eligibility to vote cannot be determined using the Roster.
- Envelope Sample (p. 47)
- ❖ Remember:
  - ✓ Envelope **COMPLETED LEGIBLY & SIGNED** by Voter
  - ✓ Roster is COMPLETED legibly by Provisional Specialist.
  - ✓ Voter signs Provisional Roster & Envelope
  - ✓ Tape Tally Sheet on Blue Bag
  - ✓ Ballots are tallied BEFORE dropped in Blue Bag
  - ✓ At the Close of Polls: Complete, **SIGN**, and have Inspector sign Provisional Ballot Statement on BACK of the Provisional **Roster**
- If a provisional voter signs the main Roster, cross out their signature and make a note they voted provisionally—do not count as regular voter.



# Returned Voted Vote-by-Mail Ballots

- Manual p. 49
- Make sure:
  - Envelopes are from San Luis Obispo County
    - If it has a San Luis Obispo County return address on the front, it is from SLO. Accept it.



- No envelope? Use Green Envelope
- Envelopes are signed filled out **LEGIBLY & COMPLETELY**
- Tally ballots **BEFORE** dropping in the Blue Bag

**NOTICE:** The voter must sign the declaration below in his or her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00 pm) Election day.

**IMPORTANT:** Complete information below **ONLY** if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day by someone other than the voter.

**DECLARATION OF VOTER**

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for an absentee voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.

**SIGN HERE** → John Q. Voter  
 Signature of Voter (Do Not Print/Ballot will not be counted without signature)

Residence address in San Luis Obispo County (P O Box not acceptable)  
555 Main St.

Date: 11/01/08

If you have spoiled your ballot and wish another sent to you, enclose the spoiled ballot and mark a check in this box... ☐

IF the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one (1) person.

Witness X \_\_\_\_\_

**COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE**

Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.

Print name of designee returning ballot \_\_\_\_\_ X \_\_\_\_\_  
 Signature of designee returning ballot \_\_\_\_\_

**VOTE BY MAIL BALLOT RETURNED TO THE POLLS WITHOUT THE RETURN ENVELOPE**

Voter **MUST SIGN** on signature space on left side of envelope.

Printed Name JOHN Q. VOTER

Residence Address 555 MAIN ST.  
ANY TOWN

**MUST BE COMPLETED LEGIBLY**

**VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED**

**Other county ballots:** Explain to voter ballots must be returned by 8pm election night to the county from which they were issued

**\*\*\*\*\*Postmarks do not count\*\*\*\*\***

**If voter insists on leaving the ballot: Do not tally; place in Blue Bag** 34

# Election Day Occurrences

- Media (p. 43)
- Electioneering & Exit Polling (p. 44)
  - Be apolitical. No group advertising or wearing of political insignia.
- Poll Watchers (p. 44)

## Closing Procedures

- Inspectors will Distribute Closing Checklists
- Voted Ballots teams must be 2 people
- Rubber band ballots in batches of 50

Forms indicate where they are to be placed on Election Night.

You must stay until all closing procedures are completed

In rare and unusual circumstances a Court Order may extend the voting hours.

For line by line instructions  
see pg 27 of the Procedure  
Manual

# Precinct Ballot Statement

All Workers present at  
Closing must sign

**Don't forget to mail the  
White copy in the BRM  
Envelope**

PUT yellow copy in Envelope 4  
MAIL white copy in BRM Envelope

## PRECINCT BALLOT STATEMENT

(Elections Code 14405, 14421, 15271, 15275)

1. Total number of PRECINCT BALLOTS (ALL PARTIES in a Primary) received from the Precinct Ballot Quantities Worksheet Line 1 \_\_\_\_\_
2. Total NUMBER of VOTERS who SIGNED Roster Line 2 \_\_\_\_\_
3. Number of VOTED ballots Line 3a \_\_\_\_\_
  - a. Number of voted ballots in the Ballot Box
  - b. Number of voted AutoMARK ballots, if any Line 3b \_\_\_\_\_

TOTAL of Lines 3a and 3b Line 3 \_\_\_\_\_
4. DIFFERENCE between number on Line 2 (signatures on Roster) AND on Line 3 (voted ballots) if any Line 4 \_\_\_\_\_
5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) Line 5 \_\_\_\_\_
6. Number of UNVOTED precinct ballots from Precinct Ballot Quantities Worksheet Line 6 \_\_\_\_\_

Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.

\_\_\_\_\_

\_\_\_\_\_

We CERTIFY that the above information is true and correct.

### CERTIFICATE OF PACKAGING AND SEALING

We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence, and that we have enclosed in the containers or envelopes the contents listed on each label.

**Take the following items to the Regional or Central Collection Center.**

Blue Bag containing voted Vote-by-Mail Ballots and Provisional Ballots

Collection Center Return Bag Containing:

- Envelope 2 – See envelope for list of contents
- Envelope 4 – See envelope for list of contents
- Container(s) for Voted Ballots – Voted ballots from Ballot Box (Indicate number of ballots in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).

LEAVE Envelope 5, Supply Tub, empty Ballot Box and voting booths at the polling place.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspector: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

# Precinct Worker Training Evaluation

I am a(n):   ☐ Inspector       ☐ Clerk       ☐ Prefer not to Disclose

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge learned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The materials distributed were pertinent and useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The trainers were knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The quality of instruction was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainers met the training objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Manual is easier to navigate after taking the training class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Adequate time was provided for questions and discussion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. How do you rate the training overall?

Excellent                      Good                      Average                      Poor                      Very poor  
☐                      ☐                      ☐                      ☐                      ☐

11.      What aspects of the training could be improved?

12.      What time of day best accommodates your schedule for future training dates?